

**PUBLIC HEALTH TECHNICIAN
TITLE 30450, SUBTITLE 01, NON-EXEMPT
TECHNICAL BAND
OPEN UNTIL FILLED**



SCOPE OF WORK:

Performs moderately complex public health work. Responsibilities involve conducting inspections, surveys and licensing functions; consulting with local health agencies, private physicians, individuals and community action groups on the treatment, control or prevention of communicable and chronic diseases; and planning and conducting training courses. May train others, may supervise work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

BUDGETARY RESPONSIBILITIES:

None.

ESSENTIAL JOB DUTIES:

- * Conducts inspections, survey and licensing functions.
- * Evaluates training and education needs to promote the acceptance of public health programs.
- * Consults with local health agencies, private physicians, individuals and community action groups on the treatment, control or prevention of communicable and chronic diseases.
- * Serves as a public resource in creating awareness of health problems and programs.
- * Participates in planning and conducting various health training courses.
- * Assists in evaluating the effectiveness of educational programs.
- * May prepare and produce training materials.
- * May participate in the management of epidemiological data gathering and analysis and the resulting recommendations for disease control.
- * May train others.
- * Participates in calculating entry-level statistics research.
- * Performs related work as assigned

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to transport self from building to building and to attend various functions and meetings at other sites either within or outside of the city. Employee may be exposed to seasonal temperatures while performing inspections. Ability to bend, twist and lift.

REQUIRED CONTACTS:

Ability to effectively communicate with local health agencies, private physicians, individuals and community action groups.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities and Skills

Knowledge of current social economic and public health issues; of public health laws and regulations; of educational technique and procedures; and of medical terminology. Ability to train others; to communicate effectively; to interpret public health laws and regulations; and to analyze and evaluate public health needs.

Minimum Education, Experience and Certification

Bachelor of Science Degree preferred with experience in public health work. Minimum of five years experience in a public health field may be substituted for degree. Valid Texas Drivers License required.

WAGES & HOURS:

\$2093 - \$2384.00/month; Monday through Friday; 8:00 am until 5:00 pm

